



## VACANCY ANNOUNCEMENT

*Open to all qualified current  
and external applicants*

# SECURITY OFFICER PIKES PEAK LIBRARY DISTRICT

(20 hours per week; non-exempt)

Position # 130250005

**DATE POSTED:** February 14, 2019

**LOCATION:** Pikes Peak Library District

**STARTING WAGE:** \$13.22 per hour + partial benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

**POSITION HOURS:** 20 hours per week per the following current schedule:

The Penrose Library, East Library, and Library 21c have normal business hours of 9:00 a.m. to 9:00 p.m. Monday through Thursday, 10:00 a.m. to 6:00 p.m. Friday and Saturday, and 1:00 p.m. to 5:00 p.m. Sunday. Officers are required to be on shift during these times and will rotate through the hours and days throughout the week. Hours are variable based on needs of the library. On call duty is rotated among all Officers and will occur approximately every 12 weeks; this will also include on call duty for extra events or coverage for call offs.

**Note:** Schedule will also include attendance at Staff Meetings, Security Department meetings, On-call duty as well as initial training. Regular schedule is expected to be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

### APPLICATION PROCEDURE:

1. Complete a PPLD online application located at [ppld.org/Jobs](http://ppld.org/Jobs) at the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 884-9800, Ext. 6998.

**CLOSING DATE:** Open until filled; preference given to online application materials received by **February 25, 2019 at 9:59 p.m. MST.**

### CONDITIONS OF EMPLOYMENT:

**All selected candidates...**

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law.

**EOE**

As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

## **Security Officer (cont.)**

**POSITION SUMMARY:** Under general supervision from the Security Manager and daily direction from the Security Senior, supports the Library's Mission through ensuring the safety of customers and staff, safeguarding PPLD assets, and compliance with policies, procedures, rules and regulations.

### **ESSENTIAL FUNCTIONS:**

1. Provides excellent customer service, creating a courteous and welcoming atmosphere for customers and staff.
2. Greets customers throughout the library, responds to directional inquiries and refers library service questions to appropriate staff.
3. Enforces customer and staff compliance with general safety and security policies and procedures; responsible for in-depth knowledge and implementation of the Emergency Action Plan if needed.
4. Responds to and investigates disturbances on Library property; escorts unruly or disruptive persons from the premises; reports suspects involved with criminal activity to the appropriate law enforcement agency.
5. Acts as liaison between the Library and local fire departments and law enforcement agencies.
6. Maintains records and reports relating to safety and/or insurance issues; maintains customer and staff confidentiality within local, state and federal requirements.
7. Implements and/or participates in ongoing staff training; participates in public safety programming for all age groups.
8. Secures library at opening and closing; performs periodic checks of facility and grounds; monitors alarm systems and responds to alarm activation (possibly after hours); performs on-call duties as required.

### **REQUIRED KNOWLEDGE / SKILLS / ABILITIES:**

1. Thorough knowledge of the Pikes Peak Library District's policies and procedures, especially those pertaining to emergencies and enforcement of rules and regulations (including the PPLD Code of Conduct), and ability to follow them.
2. Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
3. Knowledge of standard security practices and procedures.
4. Knowledge of basic first aid and proper use of an AED.
5. Knowledge of electronic and manual alarm systems.
6. Ability to remain calm and exercise sound judgment when making quick decisions in emergency situations.
7. Ability to communicate effectively with a diverse population and enforce policies and regulations, verbally or in written form, with courtesy and tact.
8. Ability to establish and maintain effective working relationship with all staff and with local partner agencies.
9. Basic computer skills using Microsoft Office software, email, Internet search engines, and the ability to learn and use library-specific applications.
10. Ability to work independently and effectively organize daily work under general supervision.
11. Ability to work as part of a team, demonstrating an excellent customer service attitude.
12. Thorough knowledge of the Pikes Peak Library District's policies and procedures, especially those pertaining to emergencies and enforcement of rules and regulations (including the PPLD Code of Conduct), and ability to follow them.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. May be designated a lead officer, performing scheduling and training duties.
2. May provide basic circulation desk functions, assist customers with self-checkout or simple public computer questions.
3. May serve on library teams or participate in programs.
4. Provides access to public meeting rooms and study rooms.
5. Keeps informed about Library and department information.
6. Attends regular department meetings and scheduled All-staff meetings.
7. Performs other job-related duties as requested.

## Security Officer (cont.)

### PHYSICAL DEMANDS:

- Ability to stand and walk for up to 8 hours per shift
- Ability to lift 50 pounds
- Must be able to respond to audible fire and security alarms
- Ability to bend, stoop, climb, and twist as needed including ascending and descending stairways
- Must be able to pass a physical exam that includes components of these physical demands

### MINIMUM QUALIFICATIONS:

1. **Requires** high school diploma or G.E.D.
2. **Requires** at least two years of related experience; experience in a security field or law enforcement position with frequent public contact is preferred.
3. **Requires** valid Colorado driver's license (or the ability to obtain one upon employment).
4. **Requires** CPR/AED certification (or ability to become certified upon employment).
5. **Requires** OSHA Bloodborne Pathogen training and certification (or ability to become certified upon employment).
6. Bilingual ability is a plus in serving a diverse community.

### WORKING CONDITIONS:

- Majority of work is performed in a public library environment
- Exposure to potential hazards: physical, chemical, noise
- Requires attendance at meetings, events, and training sessions
- Requires availability for on-call hours as assigned
- Requires evenings and/or weekends